BIHAR SKILL DEVELOPMENT MISSION
INSPECTION REPORT

Note: The below fields ideally should have a dropdown to choose from in the app so as to reduce human errors.

SDC Code   : ………………………………………………………………………………

SDC Name   : ………………………………………………………………………………

SDC Address   : ………………………………………………………………………………

Scheme / Program   : ………………………………………………………………………………

Course Name   : ………………………………………………………………………………

Batch Id or Batch Timing : ……………………………………………………………………………….

Date of Inspection   : ………………………………………………………………………………

Important Note:
1.) The Inspection Team to record videos/photos of appropriate areas / scenarios and interact with students.
2.) The report should be shared with BSDM officials / SPMU within 24 hours of the inspection.
3.) The checklist points 2 to 24 to be duly filled only when the response to point 1 is "Y". In case the response to point 1 is "N" and no SDC representative is found at the center for counter signing then only the inspection team signature to be put on the checklist along with geotagged photograph of the closed center.

Inspection Team Report

Sl. No.	Particular	Scheme	Compliance (Y/N/NA)
1	Center was open at the time of the visit?	All	(Y/N)
The items 2 to 24 to be checked only if the response to point 1 is "Y"			
Personnel related			
2	Mandated no. of ONCET certified LF present	KYP/BSCFA	(Y/N/NA)
3	Mandated no. of TOT certified / approved Trainer present	Non-KYP/BSCFA	(Y/N/NA)
4	ONCET certified LF attendance done?	KYP/BSCFA	(Y/N/NA)
5	TOT certified / Approved Trainer attendance done?	Non-KYP/BSCFA	(Y/N/NA)
Attendance related			
6	No attendance related fraudulent practice or impersonation observed?	All	(Y/N)
7	No discrepancy in the candidate attendance marked and physical presence count?	All	(Y/N)
8	Functional AEBAS device and a backup device available?	All	(Y/N)
Training aides related			
9	Mandated functional client and server machines available?	KYP/BSCFA	(Y/N/NA)
10	Mandated functional clicker device / mobile phone available?	KYP/BSCFA	(Y/N/NA)
11	Mandated functional listening devices & webcam (if applicable) available?	KYP/BSCFA	(Y/N/NA)

Sl. No.	Particular	Scheme	Compliance (Y/N/NA)
12	Functional CCTV cameras available in required positions and last 15 days footage backup available at center?	All	(Y/N)
13	All equipment in mandatory number for all running courses available?	Non-KYP/BSCFA	(Y/N/NA)
14	Functional LCD / Projector available?	KYP/BSCFA	(Y/N/NA)
15	White board available for classroom	Non-KYP/BSCFA	(Y/N/NA)
16	Required functioning internet connection available?	All	(Y/N)
17	Functional power backup as per mandate available?	All	(Y/N)
Other			
18	Visit register available at the center?	All	(Y/N)
19	Proper Signage / Banner mandated by Department, BSDM or any other regulatory entity are in place?	All	(Y/N)
20	Availability of hygienic drinking water facility?	All	(Y/N)
21	Separate functional toilets for male and female available?	All	(Y/N)
22	Grievance register available?	All	(Y/N)
23	Notice board available with all important communication, information and contact details?	All	(Y/N)
24	Fire extinguisher, Dustbin and first aid kit? And Cleanliness maintained in and around the center?	All	(Y/N)

Signature of Inspection Team with date

Name　　　**:** ……………………………………………………………….

Designation : ……………………………………………………………….

Signature　　**:** ……………………………………………………………….

Signature of Center coordinator/Learning Facilitator/Trainer/SDC representative with date

Name　　　**:** ……………………………………………………………….

Designation : ……………………………………………………………….

Signature　　**:** ……………………………………………………………….